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# HOW TO BECOME A FIREMAN

By J. J. O'Reilly,

EDITOR, THE CHIEF.

With all Information Relative to Civil Service  
Requirements, Examinations, and the  
School of Instruction.

PUBLISHED BY

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13--21 PARK ROW,

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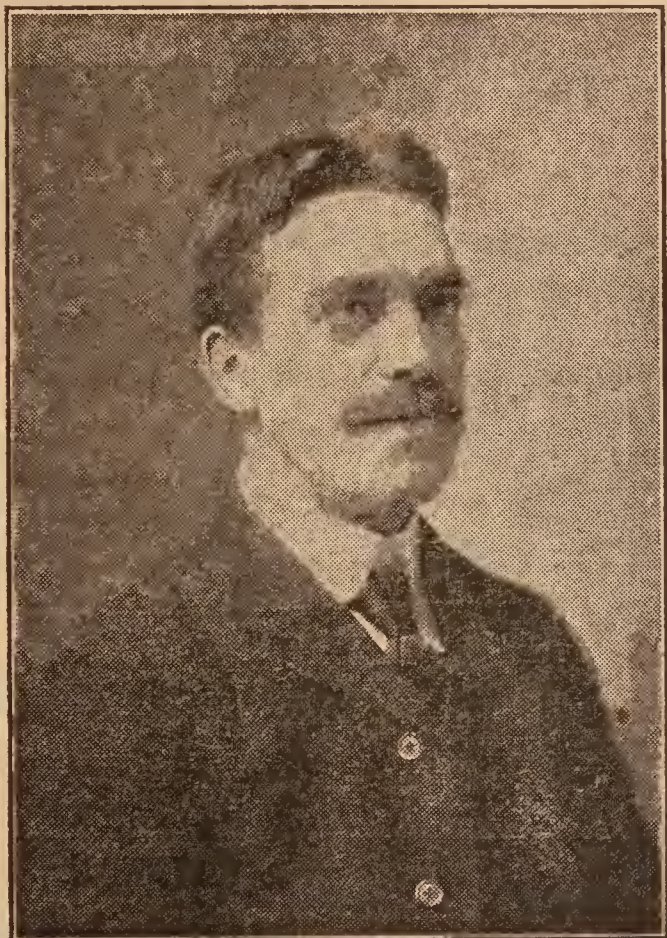
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J. J. O'REILLY.





## Preface.

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It is to meet an ever increasing demand for correct official information relative to the Municipal Civil Service and its requirements that this volume, "How to Become a Fireman," is published. Day after day and week after week hundreds of questions are received by THE CHIEF from young men who desire to enter the fire service of the city. Most of these questions, owing to lack of space, cannot be answered satisfactorily in a newspaper devoted to the general civil service.

The experience of the Medical Examiner of the Municipal Civil Service Commission has shown that many applicants are rejected at their medical examination for defects which could have been remedied had the applicant been informed beforehand of the standard of physique required.

The present affords a splendid opportunity for young men to become firemen. The city seeks the best material it can obtain for this position, and the examinations are absolutely impartial. With the Fire Department on the eve of extension to outlying districts of the greater city, the future holds out much promise for candidates for fireman.





# HOW TO BECOME A FIREMAN.

To become a uniformed fireman in the City of New York, you must first conform to the following medical standards. Read the requirements carefully. If you are not certain as to your physical condition, you should have yourself examined, as a preliminary measure, by a reputable physician, in order to be sure that you conform to the standard, and that you are not suffering from ailments and defects which would necessarily cause you to be rejected. The Medical Examiner is prohibited from examining candidates in his private capacity as a physician, and applicants will, therefore, not call upon him for information or special examination.

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## Medical Requirements.

**Age.**—Not less than twenty-one at time of application, nor more than thirty at time of appointment.

**General Appearance.**—The applicant must be free from any marked deformity, free from all parasitic or systemic skin diseases, and from evidence of intemperance in the use of stimulants or drugs. The body must be well proportioned, of good muscular development, and show careful attention to personal cleanliness.

Obesity, muscular weakness, or poor physique must reject.

**Nose, Mouth and Teeth.**—Obstruction to free breathing, chronic catarrh, or very offensive breath must reject.

The mouth must be free from deformities or conditions that interfere with distinct speech, or that predispose to disease of the ear, nose or throat.

**Teeth** must be clean, well cared for and free from multiple cavities. There must be at least two molar teeth in each jaw.

## HOW TO BECOME A FIREMAN.

on each side, and these teeth in good apposition for proper mastication. The jaws must be free from badly broken or decayed teeth, so far destroyed as to render filling or crowning impossible. Missing teeth may be supplied by crown or bridge work; where site of teeth makes this impossible, rubber dentures will be accepted. At least twenty natural teeth must be present.

**Rupture** in any form must reject.

Any acute and all venereal diseases of these organs must reject.

**Varicose Veins** or a marked tendency to their formation must reject.

**Arms and Legs, Hands and Feet** must be free from affections of the joints, sprains, stiffness, or other conditions, such as flat-foot, ingrowing nails or hammer-toes which would prevent the proper and easy performance of duty.

Height. ft. ins.	Weight. lbs.	Expan. ins.	Mob. ins.
5 6 1-2 .....	136 .....	35 .....	2
5 7 .....	137 .....	35 .....	2
5 7 1-2 .....	138 .....	35 1-2 .....	2
5 8 .....	140 .....	35 1-2 .....	2 1-2
5 9 .....	145 .....	36 .....	2 1-2
5 10 .....	150 .....	36 .....	2 1-2
5 11 .....	155 .....	36 1-2 .....	2 1-2
6 0 .....	160 .....	36 1-2 .....	3
6 1 .....	165 .....	37 .....	3
6 2 .....	170 .....	37 .....	3
6 3 .....	175 .....	37 .....	3
6 4 .....	180 .....	37 .....	3 1-2
6 5 .....	185 .....	37 .....	3 1-2

Height taken barefoot; weight and measurements, naked.

**Eyes.**—The applicant must be free from color-blindness, and be able to read with each eye, separately, standard test types at a distance of twenty feet. Loss of either eye, chronic inflam-

## HOW TO BECOME A FIREMAN.

mation of the lids, or permanent abnormalities of either eye must reject.

**Ears.**—Normal hearing with each ear is required.

**Respiration** must be full, easy and regular; the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organs be present.

**Circulation.**—The action of the heart must be uniform, free and steady, its rhythm regular and the heart free from organic changes.

**Brain and Nervous System** must be free from defects.

---

## Formal Application.

If you conform to the medical standards you should then apply to the Municipal Service Commission for the formal application blank for fireman. These blanks are given out only at stated times, just prior to the holding of a new examination, which is about once a year.

The following questions must be answered in writing by each applicant and sworn to before a notary public:

What is your name in full (your first name in full, your middle initial or initials, if you have any, and your surname in full)?

Are you a citizen of the United States? (If naturalized, your certificate of naturalization must be forwarded with the application. If you claim citizenship through the naturalization of a parent, the parent's certificate must be forwarded.)

What was the year, month and day of your birth? Where were you born? (If born in the United States, give name of State.) If foreign born, state when you came to the United States.

When did your present residence in the State of New York begin? Where do you live?



## HOW TO BECOME A FIREMAN.

In what kind of school were you educated—common school, high school, business college, academy, or college?

Are you married? If so, what family have you?

Have you ever been complained of, indicted for, or convicted of any violation of law? If so, state each occasion and disposition of such charges. Have you ever been complained of, indicted for, or convicted of any violation of law except as above stated?

To what extent, if at all, do you use intoxicating liquors?

What is your height? What is your weight?

Were you ever in the service of the United States, or of any State, or of any County, City or Town? If so, state where and in what capacity. When and why were you separated from such service?

Were you ever in the military or naval service of the United States? If so, in what regiment and company or on what vessel did you serve? Were you honorably discharged, and when? (Your written discharge must be filed with this application.)

Have you ever before applied for the position of fireman in the City of New York? If so, when?

State your occupation, the names of your employers and where you have been employed for the last five years, the past year, the preceding year, the year before that, the year before that, the year before that?

---

## Vouchers for Character.

Four persons must vouch for the character of the applicant. They must be residents of the city. They must have known the applicant at least one year and must not be near relatives of the applicant. It is desirable that one of the vouchers should be a reputable physician. The vouchers must be persons of good character and standing and must not be saloonkeepers.

The applicant is cautioned that inasmuch as the vouchers on the application paper will be called upon for such detailed



## HOW TO BECOME A FIREMAN.

information as to ability, industry, character, habits, etc., as they can give. He should be careful to secure those who know him well.

Each of the four vouchers must answer the following questions in writing:

How long have you known the applicant? Are you related to the applicant? If so, what is the relationship?

Do you know of any incident in the history of the applicant that might disqualify him for the duties of the position in which he seeks employment?

Is the applicant addicted to the use of intoxicating liquors?

Is the applicant of good reputation and of industrious habits?

Would you yourself trust the applicant with employment requiring undoubted honesty and courage?

Was the applicant ever in your employ? If so, for how long?

Are you connected in any way with the liquor trade.

---

## The Examination.

The examination is as follows:

Weights.	Subjects.
4	.....Medical, physical.
1	.....Experience.
	1. (a) Spelling.
	1. (b) Handwriting.
	1. (c) Writing from memory.
5	.....Mental—1. (d) Arithmetic.
	4. (e) Rules and Regulations.
	2. (f) City information.

**Experience.**—The experience of a candidate will comprise the character of the work he has performed which would best qualify him to perform the duties of a fireman.

## HOW TO BECOME A FIREMAN.

**Mental.**—(a) Under spelling, twenty words in common use will be orally communicated to the candidates.

(b) Handwriting will be judged, not as to the candidate's expertness in writing, but as to the handwriting as required for the position, and will be marked from your own writing on the experience sheet.

(c) In writing from memory candidates will be required to write a sentence which will be communicated to them orally.

(d) Arithmetic will comprise whole numbers in addition, subtraction, multiplication and long division.

(e) An Extract from the Rules and Regulations of the Fire Department will be forwarded to each candidate who passes the physical examination at least two weeks prior to the date of his mental examination. Candidates are strongly advised to try to learn the meaning and purpose of the rules rather than to commit them to memory.

(f) City information. Candidates will be examined as to their knowledge of the location of streets, ferries and prominent buildings, and the quickest routes and ways in reaching certain destinations.

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## Experience.

Under the head of "Experience" a candidate, who, for instance, was a motorman, a soldier, a sailor or a truck driver, accustomed to an outdoor life would obtain a higher rating than a clerk.

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## Physical Examination.

The necessity for the selection of such men only as are sound in all respects, and are in every way physically qualified for the position is self-evident. The medical qualifications cited

## HOW TO BECOME A FIREMAN.

are indispensable, but it is understood that the Medical Examiner will put such other questions or tests, bearing upon each case, as he may think necessary and proper, and that the whole examination will be thorough, exact and circumstantial.

The Medical Examiner will also test the strength, activity and physical capacity of all applicants who come up to the standard required in the medical examination, by suitable examination into the strength of back, chest, legs, arms, etc.

The Physical Examiner must fill out and sign the following certificate:

---

Applicant's No. ....

### MUNICIPAL SERVICE COMMISSION.

#### PHYSICAL CONDITION OF

(Write your full name).....

Applicant for .....

New York, ..... 190

		Measure-	Per		
		ment.	cent.	Weight.	Product.
Age ....	Weight ....	.....	.....	.....	.....
Height .....		.....	.....	.....	.....
Sitting Height .....		.....	.....	.....	.....
Girth, Waist—					
A .....		.....	.....	5	.....
B .....		.....	.....	4	.....
C .....		.....	.....	2	.....
Girth, Chest—					
A .....		.....	.....	1	.....
B .....		.....	.....	2	.....

# HOW TO BECOME A FIREMAN.

	Measure- ment.	Per cent.	Weight.	Product.
Girth, Chest, full—				
C .....	.....	.....	1	.....
D .....	.....	.....	2	.....
Depth of Chest—				
A .....	.....	.....	1	.....
B .....	.....	.....	2	.....
C .....	.....	.....	3	.....
Depth of Abdomen—				
A .....	.....	.....	5	.....
B .....	.....	.....	4	.....
C .....	.....	.....	1	.....
Girth, R. Thigh.....	.....	.....	1	.....
L Thigh .....	.....	.....	1	.....
R. Calf .....	.....	.....	1	.....
L. Calf .....	.....	.....	1	.....
R. Upper Arm.....	.....	.....	1	.....
L. Upper Arm.....	.....	.....	1	.....
R. Fore Arm.....	.....	.....	1	.....
L. Fore Arm.....	.....	.....	1	.....
Muscular condition ...	.....	.....	9	.....
<hr/>				
Development .....	.....	.....	.....	.....
		Per		
		cent.	Weight.	Product.
Strength of Back.....	.....	.....	3	.....
Strength of Legs.....	.....	.....	4	.....
Strength of Upper Arm, H. P.	.....	.....	5	.....
Strength of Fore Arm, R. L. ..	.....	.....	3	.....
Pectorals .....	.....	.....	1	.....
Traction Pull .....	.....	.....	3	.....
Dumb Bells .....	.....	.....	3	.....
Abdominal Muscles .....	.....	.....	3	.....
Adductors .....	.....	.....	1	.....
Agility .....	.....	.....	4	.....
Ladder .....	.....	.....	5	.....
<hr/>				
Strength .....	.....	.....	.....	.....



## HOW TO BECOME A FIREMAN.

	Per cent.	Weight.	Product.
Development .....	.....	1	.....
Strength .....	.....	2	.....
		<hr/>	<hr/>
General Physical Condition....		3	.....

### REMARKS.

.....  
 .....

I Hereby Certify that I have this ..... day of  
 ....., 190.., carefully and thoroughly examined  
 the above-named applicant, and that the above is a truthful  
 record of such examination.

.....

Physical Examiner.

Various machines are used for the physical test. The per-  
 centage ranges from one to one hundred, and is then multiplied  
 by the weight. The total product is then divided by the com-  
 bined total of the weights, which in the case of "strength" is 35.  
 For example, if in each subject under the heading of strength,  
 an applicant receives, say 70 per cent., the total product would  
 be 2,450. This divided by the total weight, 35, would give the  
 final result for strength, 70.

## Mental Examination.

Following the physical examination, those who have suc-  
 cessfully passed that test must undergo a mental examination.  
 Applicants are examined together. In order that applicants

## HOW TO BECOME A FIREMAN.

may have some idea of this examination, the following questions used at the last mental examination are given:

### SPELLING.

Exact, quarters, character, assigning, applies, highest, applicant, disapproved, solicit, influence, theatrical, festival, spirituous, beverage, gamble, liquors precautionary, cornice, weight, descend.

### MEMORY TEST.

It has been reported that the pavement on Madison avenue, between 41st and 42nd streets, has been torn up so that an engine could not safely pass through. Go there, ascertain the facts and bring back an exact report of them.

### RULES AND REGULATIONS.

1. In what places are members allowed to smoke while in uniform?

2. State fully what would be your duty should you observe any person refusing the apparatus of the department the lawful right of way?

3. Under what condition or conditions is a fireman permitted to receive a present or reward from a citizen?

4. State: (a) What officers are responsible for receiving alarms; (b) the duties of such officers in full, upon the receipt of an alarm.

5. Give the substance of the regulation regarding applications for promotion.

6. State in what connection and with what meaning the following words and phrases are used in the book of rules:

(a) "General, special or verbal."

(b) "Recover."

(c) "Detrimental."

(d) "Endorsement."

(e) "Giving full particulars in the return."

# HOW TO BECOME A FIREMAN.

## CITY INFORMATION.

### Manhattan and the Bronx.

1. If a serious fire should break out at Riverside Hospital for Contagious Diseases, by what route could a messenger be sent from Fire Headquarters to that place? How would the Department be most likely to handle the fire?

2. What prominent buildings are situated as follows:

- (a) Corner Third avenue and Eighth street.
- (b) Madison avenue, between 26th and 27th streets.
- (c) Corner of Brook avenue and East 143d street.
- (d) Corner of Fulton and Pearl streets.
- (e) Corner of Sixth avenue and Fifty-fifth street.

3. What corporation would suffer heavy loss from a great fire on the North River front, between Fifty-ninth and Seventy-second streets.

What large buildings are situated in that section of the city?

4. Name the different lines of surface cars that run to Grand Street Ferry. Mention in each case the principal streets through which the cars pass.

5. Locate exactly **Any Five** of the following:

- (a) Kips Bay Brewing and Malting Company.
- (b) Colwell Lead Company's Shot Tower.
- (c) N. Y. and H. R. R. Freight Depot.
- (d) Eighth Regiment Armory.
- (e) Church of the Paulists Fathers.
- (g) United States Sub Treasury.
- (h) Altman's Department Store.
- (i) St. Luke's Hospital.
- (j) American Line Pier.

### BROOKLYN.

1. (a) What engine is nearest to the Brooklyn Navy Yard, and what route would be taken in going to a fire at that place?

(b) Where is the office of the Fire Marshall?

2. Locate ten of the following:

- (a) Main office Brooklyn Rapid Transit.
- (b) Municipal Building.
- (c) Sheriff's Office.

## HOW TO BECOME A FIREMAN.

- (d) Ft. Greene Park.
- (e) The Morgue.
- (f) U. S. Naval Hospital.
- (g) Armory of the Third Battery.
- (h) Montauk Club.
- (i) U. S. Grant Equestrian Statue.
- (j) Grand Opera House.
- (k) City Savings Bank.
- (l) Twenty-sixth Ward Bank.
- (m) Special Sessions Court.
- (n) Salem Fields.
- (o) St. Ann's Protestant Episcopal Church.
- (p) Brooklyn Furniture Company.

3. What are the principal streets through which the Ridgewood elevated trains run, and at what points on this line can you transfer and to what lines? By what trolley lines can you go to Brighton Beach?

4. (a) By what trolley line would you go from Court and Joralemon streets to corner Driggs and Manhattan avenues? (b) What are the principal streets through which you would pass?

5. (a) By what line would you go to Fresh Pond Crematory from Borough Hall? (b) Through what streets and through what section of the city would you pass?

6. Candidates need answer but one section of these questions: What is the general character of property—(a) bounded by Nostrand avenue, Dean street, Bedford avenue and Bergen street; (b) bounded by Broadway, Marcy avenue, Division avenue and Bedford avenue.

7. What buildings are situated on Kent avenue, near Broadway ferries which would give trouble to the Fire Department in handling a large fire. Give your reasons.

8. (a) What official has charge of the Fire Department in Brooklyn, and who holds that position now? (b) Upon what companies does this department depend in fires along the water front?



## HOW TO BECOME A FIREMAN.

### ARITHMETIC.

1. Add: 769, 847; 955, 768; 867, 539; 748, 967; 836, 976.
2. Subtract: 320012  
199999
3. Multiply: 47089 x 6095.
4. Divide: 1959048 by 4789.

### EXPERIENCE.

Handwriting will be rated on the answers to this paper.

Answer the following fully:

1. State in what school or schools you got education; the length of time spent at school, and age when leaving school.
2. What has been your employment since leaving school. Give full particulars?
3. How are you now employed?
4. If you have left any employer within the last three years, give full reasons for so doing.
5. Give any facts not mentioned above, which throw light on your qualifications for the position of Fireman.

---

## The Eligible List.

After the mental examination the applicant must wait until the list of eligibles for appointment is compiled. It requires some time (according to the number of those examined) for this work to be accomplished by the examiners. Each paper is gone over separately and rated. When the eligible list is ready it is published in THE CHIEF in the order of the standing and percentage of the candidates.

## Certification.

When the eligible list is ready, the appointing Commissioner sends to the Civil Service Commissioner what is termed a requisition for names to fill so many vacancies. If there is one vacancy to be filled three names are sent; for two vacancies four names; for three vacancies, five names, and so on. Under the law the appointing commissioner must be allowed extra names from which to select. The number of names certified depends upon the number of vacancies to be filled. To find out exactly how many names would be certified to fill a given number of vacancies, divide the number of vacancies by 3 and multiply the product by 5. Thus, for thirty vacancies fifty names would be certified.

---

## Appointment.

Having received the list of eligibles the Commissioner makes appointments from the same according to the number of vacancies. The Commissioner seldom exercises his legal right of rejection except for cause. Notice is sent to each fortunate applicant to appear at headquarters for appointment on probation.

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## Second Medical Examination.

When appointed on probation each applicant is put through a medical examination before the Medical Officers of the Fire Department, who certify to his physical soundness. Between their first and second medical examinations applicants cannot be too careful of their general health. While the Fire Department examination is not quite so severe as the first, applicants who have passed the Civil Service examination have been known to be rejected by the medical officers.

## Assignment to Duty.

When an applicant is appointed a fireman on probation he is assigned to a company. Tall men are usually sent to hook and ladder companies, the others to engine companies. The applicant goes to a fire house, sleeps there, and does fire duty the same as the regular fireman, except that he does not wear the uniform.





## HOW TO BECOME A FIREMAN.

# School of Instruction.

The probationary period for fireman is one month, or thirty days. During this time the new fireman spends his nights in a fire house and his days in the School of Instruction in the drill yard at Fire Headquarters. Every day he is ordered to



report to the Chief Instructor. Before being permitted to don a uniform he must be regularly graduated from the school.

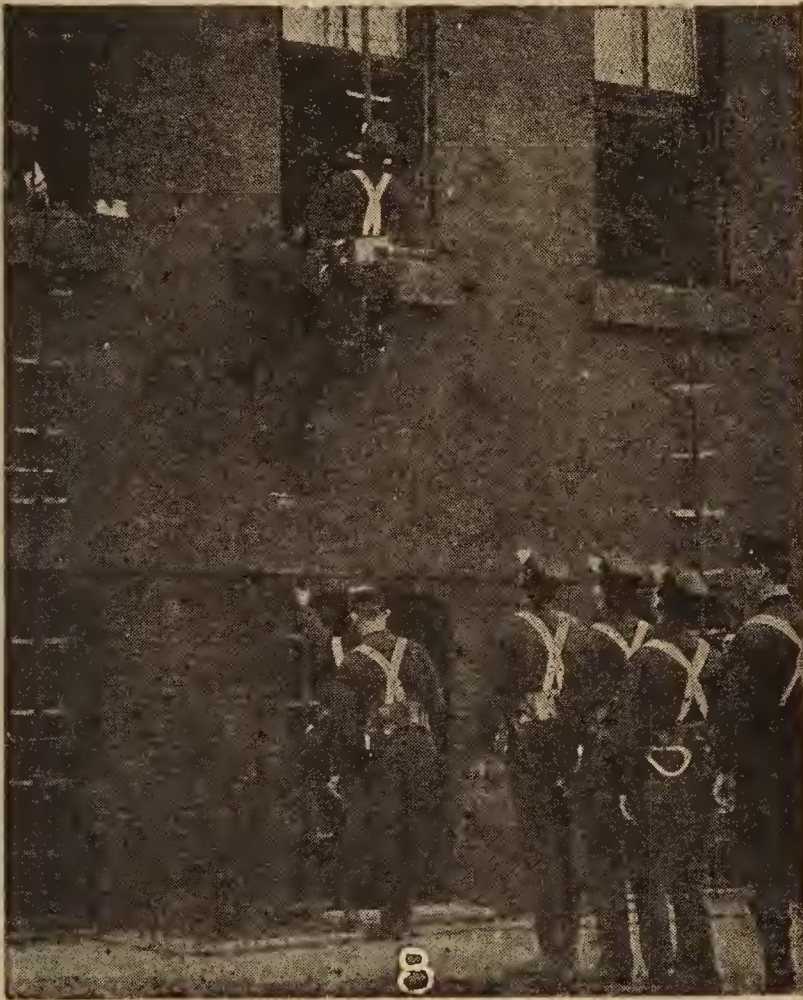
When the young fireman enters the school, he is only a raw recruit. When he leaves it he knows all that one of the most experienced of firemen can teach him. Just like in any other



## HOW TO BECOME A FIREMAN.

school, the lessons begin with the a b c of fire fighting. The young fireman sees the scaling ladder on which rescues are made. He is taught how this implement is fastened in windows ,and the way to climb it. Usually a net is out so as to catch him should he make a false move.

In the school is taught the art of saving life at fires with the least possible risk to the fireman. The pupils rapidly acquire this knowledge and soon are able to build a chain of scaling ladders from the ground to the roof.



Jumping into the life net and holding it are taught. The right way to jump into a life net and the right way to hold it are matters of the greatest importance. The student is taught the value of self-confidence, and what once seemed a very difficult and dangerous act is readily performed and with ease.

The proper way to handle the various tools and imple-

## HOW TO BECOME A FIREMAN.

ments carried on the apparatus of the department is shown, and a candidate if proficient at the end of his probationary period, becomes a member of the Life Saving Corps, and is sworn in by the Commissioner as a regular fireman.

---

### Pay of a Fireman.

A new fireman on entering the Fire Department receives \$800 the first year, \$1,000 the second year, \$1,200 the third year and the maximum, \$1,400, the fourth year. In three years he becomes a first-grade man, and is eligible for promotion to engineer at \$1,600, and to assistant foreman at \$1,800. At the end of twenty years he is entitled, on demand to retirement on one-half his salary.

---

## CIVIL SERVICE RULES.

The following rules of the Municipal Civil Service Commission relative to the appointment of patrolmen and firemen contain information important to all applicants.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

When a candidate shall have been examined, a circular

## HOW TO BECOME A FIREMAN.

letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character

---

### Municipal Civil Service Commission.

To ..... New York, ....., 190..

Sir: Appended to the application of .....  
for a position in the Municipal Service as a.....  
is your general certificate of his (or her) good character and  
habits.

In addition to this, it is necessary before he (or she) can be  
appointed that satisfactory information regarding his (or her)  
character, habits and associates, be received directly from his  
(or her) certifiers.

I therefore respectfully request you to answer the follow-  
ing questions in writing after each, to sign your name, give your  
occupation and address at the foot, and return the papers to me  
at your earliest convenience.

Very respectfully yours,

.....,

Secretary.

---

### Certifier's Statement.

This sheet should be promptly returned, as a failure to



## HOW TO BECOME A FIREMAN.

return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he ever been employed by you, and if so, when and how long?
  - (a) If he has ceased to work for you, why did he leave?
  - (b) What was the nature of the work done by him?
  - (c) Was his work satisfactory?
  - (d) If not, in what respect was it deficient?
3. What is his present occupation? State upon whose information you answer.
4. In what other occupations has he been employed? State upon whose information you answer.
5. What is his character as to
  - (a) Honesty?
  - (b) Trustworthiness?
  - (c) Habits as to the use of intoxicants?
6. Other things being satisfactory, would you, with your knowledge of his capacity, condition of health, character, associates and habits, employ him in your own private business, had you occasion for such services as he desires to render the City?
7. Are you willing to allow your answers to the foregoing to be published?

Name .....

Occupation .....

Address .....

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.



## Appeals----Revision.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

Upon each eligible list shall be placed the names of only such persons as have been found by the Examining Board to be duly qualified for the position for which such list is prepared. The names of candidates shall be placed upon such list in the order shown by the respective percentages of their aggregate markings upon their examinations, except that the names of candidates who have been honorably discharged from the military or naval service of the United States in the Civil War shall be placed at the head of such list, in the order shown by their respective percentages.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination shall give any other advantage in position on the registers of eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of an eligible list is fixed at not less than one year or more than four years from the date of the establishment of such list. An eligible list which has been in force for a period of one year shall terminate, provided that a new examination has been held and a new list prepared for the same position. Persons whose names appear upon any such eligible list shall be notified by mail when a new examination is to be held for the same position, and informed that their eligibility will cease upon the establishment of the new eligible list as the result of the new examination.

## HOW TO BECOME A FIREMAN.

No person whose name is upon an eligible list may waive his right to certification or appointment except for any one of the following reasons, stated in writing to the appointing officer and to the Municipal Commission:

(1) Residence in a borough other than that in which the duties of the position offered are to be performed.

(2) Insufficiency of the salary attaching to the position offered; or

(3) Temporary inability, physical or otherwise, to accept the position offered, the proof of which shall be accepted by the Municipal Commission. The Commission shall enter upon its minutes the reasons for its action in each such case, and the waiver shall not continue in effect for a longer period than thirty days from the date of certification.

The name of any eligible who shall decline certification or appointment for any reason other than those above specified shall be stricken from the list.

Whenever an eligible certified for appointment shall fail to accept an offer of appointment sent to him by mail at his post-office address within four business days next succeeding the mailing of such offer of appointment, he shall be deemed to have declined such appointment.

If the appointment shall be made of any person other than one of the three standing highest on the eligible list, the appointing officer shall forward to the Commission, with the notice of appointment, copies of all correspondence to and from the persons declining such appointment.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of the eligible list, without the consent of the Commission.

No person on an eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, unless the person so certified is a veteran, in which case his name shall continue to be certified so long as it remains on the eligible list under these rules.

# GENERAL RULES

OF THE

# FIRE DEPARTMENT.

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Following are the General Rules of the Fire Department, which will give applicants an idea of the service required of them.

Sec. 180. The uniformed force of the Department consists of one Chief of Department, Deputy Chiefs of Department, Chiefs of Battalion, Chief Instructor, Foremen, Assistant Foremen, Engineers of Steamer, and Firemen, as may be necessary.

Sec. 181. No person shall be appointed to membership in the Fire Department, or continue to hold membership therein, who is not a citizen of the United States, or who has ever been convicted of felony; nor shall any person be appointed who cannot read and write understandingly in the English language, or who shall not have resided within the State one year immediately prior to his appointment, or who is not over the age of 21 and under the age of 30 years. Sec. 734, chap. 378, Laws of 1897.



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Sec. 182. No member of the uniformed force shall be promoted who, in the opinion of the medical officer examining him, is not as well physically qualified for the performance of the duties of the position to which he desires promotion as for those of the position he holds.

Sec. 183. For the purpose of drill, evolution, parade, review, etc., the following titles are established:

For Chief of Department.....	Colonel
For Deputy Chief of Department.....	Lieut.-Colonel
For Chief of Battalion.....	Major
For Chief Instructor.....	Major
For Foreman .....	Captain
For Assistant Foreman.....	Lieutenant
For Engineer of Steamer.....	Sergeant
For Fireman .....	Private

Sec. 184. In hook and ladder companies the senior fireman, as to term of service in the Department, shall be the sergeant. When speaking to or of a foreman, or assistant foreman, they shall be addressed or designated as captain or lieutenant, respectively, in all cases using the full word.

Sec. 185. Members of the uniformed force shall devote their entire time to its service; attend all fires or alarms at stations to which they are assigned; detailed, or may be called; ride on apparatus going to and returning from fires or alarms, unless otherwise directed; exert their greatest energy and best ability to do their full duty under any and all circumstances; answer all alarms for fires, unless excused; in no case shall fatigue from duty at a previous fire be accepted as an excuse for failure to answer an alarm; have a coupling-spanner in their possession while on duty at fires.

Sec. 186. Conform to and promptly and cheerfully obey all laws, ordinances, rules, resolutions, regulations, circulars or orders for the government of the Department or individuals; be strictly on time to the minute; obedience must be prompt, implicit and unqualified.

Sec. 187. In case of failure on the part of any newly appointed fireman to report at the time named in his order of



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appointment, special report of such failure shall be made to the Commissioner by the commanding officer.

Sec. 188. Be responsible for any want of judgment, skill, neglect or failure which may cause unnecessary loss of life, limb or property.

Sec. 189. Promptly cause all persons in danger in the burning or adjoining premises to be removed therefrom with the least possible injury to life or limb.

Sec. 190. Officers and men will endeavor to detect incendiaries in cases of fire of suspicious origin and avoid publicly expressing opinion on the case or its circumstances. The Chief of Battalion or other officer in charge of the fire will without delay notify the Fire Marshall, and place in charge of the premises, in conjunction with the Fire Patrol, a trustworthy fireman, who shall remain in possession of the same until the arrival of the Fire Marshal or Deputy Fire Marshall, with instructions to prevent and disturbance whatever of existing conditions; to act quietly and carefully with a view of obtaining proper and reliable evidence in every case, and to prevent the removal or unnecessary disturbance of articles of a suspicious nature, except by direction of the Fire Marshal.

Sec. 191. Endeavor to detect and obtain evidence to convict persons bringing or sending false alarm for fire.

Sec. 192. Carefully protect from waste or abuse all public property, particularly gas, horse-feed and forage, and fuel in quarters and at fires.

Sec. 193. Read and become familiar with all laws, ordinances, rules and orders relating to this Department.

Sec. 194. Not loan, sell or give away any public property.

Sec. 195. Not sell or assign his salary or incur or contract any debts or liabilities which he is unable or unwilling to pay, or neglect or refuse to honorably discharge and promptly pay all indebtedness, claims and judgments, and satisfy all executions that may be held or issued against him; or commit any assault, or breach of the peace, or do any act by which he can or may be arrested, confined or imprisoned and prevent from

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performing his duty as an officer or member of the Department, and in case of his arrest and confinement, he shall be considered as absent without leave, during such time of confinement or detention.

Sec. 196. No officer or member, whether in uniform or not, shall smoke on the apparatus floor or in the dormitory of quarters, or in the streets or public places when in uniform; where there is no provision for a sitting room in quarters, officers and members will be permitted to have seats, or to smoke, in rear part of the apparatus floor.

Sec. 197. Firemen appointed in the Department (except those appointed provisionally and serving on probation), or officers or men promoted, shall equip themselves with proper uniform, according to "bill of dress," within ten days after they shall report for duty.

Sec. 198. All appointees to membership in the uniformed force in the Borough of Manhattan, and all members promoted to the grades of foreman, assistant foreman and engineer of steamer, shall serve in companies located south of Fifty-ninth street, in the Borough of Manhattan for at least three years after such appointment or promotion. Sec. 199. The minimum height and weight for men assigned to hook and ladder companies for service will be: Height, five feet eight and one-half inches; weight, one hundred and sixty pounds.

Sec. 200. It shall be the duty of every officer, member or employee of the Department upon observing or in any manner becoming cognizant of any matter or information in any manner affecting the official duties or interests of any bureau, branch or office of the Department to make immediate report thereof to the head of such bureau, branch or office.

Sec. 201. No water will be used except for strictly necessary purposes; when the street hydrant is made use of for the purpose of washing apparatus, etc., the water will be turned off the instant it is no longer required. Officers of the Department will take immediate and proper action upon any and all violations of these directions coming to their notice.

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Sec. 202. Will not receive rewards or presents of any kind without permission of the Commissioner.

Sec. 203. Not leave quarters, fires, or any duty without the permission of the commanding officer.

Sec. 204. Not use obscene, immoral, disrespectful, impudent, or improper language, but always be respectful and gentlemanly to superiors, equals and citizens and courteous to subordinates.

Sec. 205. Not neglect, refuse, or evade any duty or fail to take notice of any infraction of the rules, or of any conduct or action of any officer or member of the Department, which he is in a position to see, or of any language which he may hear, and which may be prejudicial to the good order, welfare or reputation of the Department, and he shall ascertain the true facts and conditions in every case to which his attention may be called, for the purpose of acting as a witness.

Sec. 206. In descending sliding poles, both hands will be used in firmly grasping the pole over the head. The legs will be folded around the pole in a secure manner, and the body will be permitted to descend only at a moderate rate of speed. On the feet reaching a distance within about four feet of the floor, a still slower rate of speed must be taken. The feet must be in a position to permit the ball of the foot to first strike the floor very lightly, and the weight of the body while making the descent must in all cases be held by the hands, aided by the legs around the pole.

Sec. 207. Not (except in cases of actual necessity) mount or dismount from the steps of the apparatuses of the Department in front of the wheels while they are in motion.

Sec. 208. While performing the duty of policing in or about company quarters, not to stand on window-sills, lintels, cornices, or projections of any kind, except when equipped with a belt and held in the same manner as instructed at, and prescribed by the "School of Instruction" when climbing by pairs. In any case where an accident occurs in or about company quarters resulting in injury, it will be considered a violation of this rule,



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unless it can be clearly shown that precautionary measures had been taken to avoid accident.

Sec. 209. Not enter in uniform any place where spirituous, malt or intoxicating beverages of any kind are sold, for meals, or for any purpose whatever, except in the strict discharge of public duty.

Sec. 210. Not have or cause, permit or allow spirituous, malt or intoxicating beverages of any kind to be brought into or kept in quarters, nor gamble therein.

Sec. 211. Not at any time to be under the influence of spirituous, malt, or intoxicating beverages, liquors, drugs or compounds, sufficiently to interfere in any way with the proper performance of every duty, whether it be the direct or immediate influence or sickness caused or produced by the use of such beverages, liquors or compounds.

Sec. 212. Not be guilty of immoral or improper conduct.

Sec. 213. Not engage in altercations under any circumstances.

Sec. 214. Not be guilty of conduct unbecoming an officer or a gentleman, or of conduct in any manner prejudicial to the good reputation, order or discipline of the Department.

Sec. 215. Not to be a delegate or representative to, or a member of any political or partisan convention, the purpose of which is the nomination of a candidate for any political office.

Sec. 216. Not be guilty of deception, or evasion of any law, ordinance, rule, regulation or order, general, special or verbal.

Sec. 217. Immediately report any accident or injury to themselves, to their immediate superiors at the time of its occurrence, stating the cause of the same and the extent of the injury, no matter whether slight or serious:

Sec. 218. Not be guilty of cowardice, nor shrink from any duty.

Sec. 219. Not unnecessarily disturb men asleep in dormitory.

Sec. 220. Not directly or indirectly in any manner, nor for



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any purpose, invite, solicit, suggest, or request contributions, subscriptions or donations, nor engage or take part in any scheme or enterprise intended or likely to induce or influence any person to purchase tickets for fairs, concerts,, lectures, exhibitions, theatrical performances, picnics, excursions, balls, festivals or entertainments of any kind, nor to make or receive presents or gifts in money or goods of any description without the official sanction of the Commissioner expressed in writing.

Sec. 221. Give at least five days' notice of intended resignation, and promptly report any change of residence.

No resignation will be forwarded and endorsed by commanding officers with approval when it is known that the party is, or has been, absent without authority, or has violated any of the rules of the Department. In all such cases the indorsement must show the nature of the violation, and be disapproved by intermediate officers, for those reasons, or that charges are pending. If the party tendering resignation desires to leave without the necessary notice of five days, special leaves can be granted to cover the time, provided no charges are pending.

Sec. 222. Application for transfer in the uniformed force must be made in the handwriting and over the signature of applicant, stating truly and fully the necessity therefor, and forwarded through regular channels to the Commissioner, with the approval or disapproval of intermediate officers, and reasons therefor indorsed thereon, and any officer or member of the uniformed force who shall, directly or indirectly, solicit the influence or intercession of any person or persons with the Commissioner, to effect his transfer, shall be guilty of a violation of this rule, and be punished by fine or dismissal from the service, as may be determined.

Sec. 223. Application for promotion must be made in the handwriting and over the signature of the applicant, setting forth the date of appointment, length of his service in the various positions held in the Department, and his qualifications for the position to which he desires promotion; be addressed to the Commissioner and forwarded through the intermediate commanders for indorsement and approval or disapproval by them.

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But no application for promotion or advancement in any grade shall be considered unless the same is accompanied by a certificate that such applicant has successfully passed through the classes of the School of Instruction, or a certificate from the Chief of Department that an application to enter the School of Instruction is on file, or a certificate showing that the applicant has applied for exemption from such instruction for reasons stated in full in such application.

Officers or members will not be eligible for a second advancement until after a service of one year in the rank to which they are promoted. Advancements to be made only to the next highest rank of that held by the applicant at the time of making the application. Exceptions will be made only for meritorious acts performed in the rescue of life at fires.

The applications will also state whether the applicant served in the Union Army or Navy During the war of the rebellion, and if he did whether he received an honorable discharge therefrom, and specifying the regiment or vessel, the date of entry into such service, and the date of discharge. Applications will be forwarded for promotion to rank as follows, and promotions will be made only in the manner herein designated.

Firemen who have served for a period of at least three years, excepting in cases of meritorious service in the rescue of life at fires, to the rank of Engineer of Steamer, Fireman of first grade or Engineer of Steamer, to rank of Assistant Foreman.

Assistant Foreman, to rank of Foreman.

Foreman, to rank of Chief of Battalion.

Chief of Battalion, to rank of Deputy Chief of Department.

Deputy Chief of Department to rank of Chief of Department.

An applicant for promotion may file with the Chief of Department a statement assigning any good reason on account of which he applies for exemption from the instruction.

Sec. 224. In the case of application for promotion to the grade of engineer of steamer, the applicant will apply for a printed form, and if directed by the Chief of Department, shall attend at the Repair Shops for a period of thirty days during working hours, to study and to familiarize himself with the

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construction of the various engines in use in this Department, and apply himself to the practical work of a machinist under the direction of the officer in charge of the Repair Shops.

Sec. 225. All officers, members and employees of this Department are hereby directed to aid in the enforcement of the rules on the subject of badges to admit within the fire lines, by calling the attention of the Police Force to all infractions of its provisions.

Sec. 226. Upon leaving quarters for any purpose whatever (except on an alarm for fire at which the company does duty), all company officers shall enter or cause to be entered on the journal the matters below specified, and all members shall report to the house-watch, the following:

The exact time of leaving.

The purpose or or reason for the proposed absence.

The precise nature of business, if the proposed absence be for the transaction of Department business.

Sec. 227. And upon returning to quarters:

The exact time of return.

The reasons therefor, if any there be, in case the time allowed has been exceeded.

The character of the Department business transacted in detail.

Sec. 228. It is the duty of the house watch to enter upon the company journal, at once, the reports so received in full, as per example:

9.15 a. m.—Captain ..... left quarters.

10.30 a. m.—Captain ..... returned to quarters from inspection of building No. .... street; found fire hydrant in front of No. .... street obstructed.

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Sec. 229. The tours of duty for house-watch shall be as follows:

1st tour, from 8 a. m. to 1 p. m.

2d tour, from 1 p. m. to 6 p. m.

3d tour, from 6 p. m. to 12 midnight.



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4th tour, from 12 midnight to 6 a. m.

5th tour, from 6 a. m. to 8 a. m.

Sec. 230. The first, second, third and fifth tours shall each be performed by one man, and the fourth tour by two men, who shall be designated house-watchman and assistant house-watchman, respectively, and their names placed on the bulletin board.

Sec. 231. The details for house-watch shall enter upon the discharge of their duties promptly at the minute named, being called by the house-watchman ten minutes before such time, and shall be properly uniformed and prepared five minutes before going on duty. Both the detail about to be relieved and the detail about to go on duty will be held responsible for the accuracy of the record in the journal while the change is being made.

Sec. 232. The only part of the uniform that will be insisted on for the men on the fourth tour will be coat and badge.

Sec. 233. The house-watchman shall be the superior grade, and his assistant shall obey his orders cheerfully and promptly, but shall be equally responsible for any dereliction of duty.

Section 234. They shall see that everything in the apparatus room and stable is in its place and in proper order; that the horses and harness have not been injured during the tour of their immediate predecessors on house-watch, and give the horses proper care and attention, and have them ready at all times for immediate use; that the engine, tender and hook and ladder truck is in proper condition for immediate use and kept so; that the water in boiler was and is kept at proper temperature; that the apparatus for heating water for engine boiler is kept constantly supplied with water, and the fire properly kept and attended to.

That the hot-air furnaces, boilers, stoves and heaters of any kind are attended to and kept properly supplied with fuel; that manure is immediately taken up and placed in manure-box, and stalls kept scrupulously clean; that the harness, hose, tools, implements and appliances are in proper condition for immediate use.

That the telegraph, telephone and machinery and instruments, are kept in good order and properly wound up after each

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alarm; that all the telegraphic calls are properly answered, and that the instruments are not tampered with by themselves or others.

Sec. 235. Keep the company journal, and not cause, permit or allow it to be defaced or tampered with; and will be held strictly responsible for all entries made therein during their tour of duty, except those made personally by the officers. They shall not permit visitors after nine o'clock at night, except by order from an officer, which order or permission shall not be given to the same person or persons on more than one occasion.

The house watchman and assistant house-watchman will immediately exclude from quarters any persons who may enter or attempt to enter quarters, for the purpose of soliciting orders, or for the purpose of peddling goods of any kind, collecting bills, or for any purpose other than the transaction of business of the Fire Department.

Female visitors, unaccompanied by male escorts, will be permitted to enter company quarters as far as the Patrol Desk only, and then state their business to the House Watchman, who will make the entry in full on the Company Journal.

Sec. 236. Shall rise and make proper salute when quarters are visited by a Commissioner or an officer, and when visitors present themselves at quarters shall politely inquire their business, enter name or names on journal and call the commanding officers; they shall not converse with visitors or others more than is absolutely necessary.

Sec. 237. Shall not leave quarters without permission of the commanding officer under any circumstances; shall not doze or sleep; shall not permit any violations of rules, laws or orders on the apparatus floor nor in front of quarters, and shall at once call the commanding officer if anything improper exists in or about quarters which cannot be controlled by their order.

Sec. 238. They shall have control and command of the apparatus floor, and be responsible for everything that takes place thereon, and shall carefully take notice of any conduct on the part of any officer or member detrimental to the interest of the

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Department, or in regard to which conduct charges might be preferred, so that they may act intelligently as witnesses for the Department.

This duty must not be evaded by absence, and they must not absent themselves except when leave is obtained from proper authority.

Sec 239 It shall be the duty of the members to treat the house-watch with respect, stating by whose permission or order they leave quarters; and report to the house-watch upon their return.

Sec. 240. They shall be responsible for correctly receiving and reporting to the commanding officer and company every signal station sounded on the gong, or any alarm from any cause, whether telegraph, verbal or visible, and shall also keep a record in company journal of all irregularities on telephone or combination circuits.

Sec. 241. They shall, on receiving an alarm, immediately sound the dormitory gong, assist in hitching the horses and proceed with the apparatus to fire.

Sec. 242. The house-watchman shall make entries in journal as directed by commanding officers, or as required by general rules, and make proper entry of any absence from quarters on the part of either officers or men, at the time of the occurrence, except as may be otherwise directed.

Sec. 243. It is intended that the company journal should be in itself an accurate and complete history of the operations and doings of each company for each day; the regular and special duty performed by its individual officers and members, as well as that performed by the company collectively; delinquencies of officers and members; orders received and given, whether verbal, written or telegraphic; collisions, accidents to men, horses or apparatus; unusual occurrences of all kinds; the receipt of supplies, horses, forage, fuel, apparatus, hose. etc., specifying quantity and kind of each; short excuses from quarters for absolutely necessary purposes and everything in any



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manner pertaining to the administration of the company or to the interests of the Department, must be carefully noted.

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### COMBUSTIBLE NOTICES.

Sec. 244. All notices from the Bureau of Combustibles will be directed to the districts in which the premises are located, and must be served in the following manner:

By delivering the notice to the person to whom it is directed, or to some person of suitable age and discretion (in the employ of such person) on the premises.

If the person to whom the notice is directed has removed from the address given, make diligent inquiry in the neighborhood and ascertain, if possible, the present whereabouts of the person or persons addressed. Also ascertain the full name or names of the person or firm occupying the premises at the address given, the nature of the business carried on there, and the date when such business was commenced, giving full particulars in the return.

In serving a firm or partnership, ascertain the full names of the persons composing the firm, and state the same in the return.

In serving a corporation, ascertain the full names and the official titles of the officers thereof, and state the same in the return.

Sec. 245. Proper report respecting all notices sent for service from the Bureau of Combustibles must be promptly returned to said Bureau. The fact of service or in case of failure to serve any notice, the cause of such failure must be stated in the return. All returns must be written in ink and signed by the party detailed to make the service, stating name, position and company.

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### ON RECEIPT OF ALARMS.

Sec. 246. Upon receiving an alarm of fire every officer and

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member at quarters will immediately report for fire duty on the apparatus floor, the horses will be hitched up and the company prepared to leave quarters on the command "Go!" to be given by the commanding officer at the instant he is assured the company performs duty at the location indicated.

Sec. 247. After the horses are hitched and the drivers and tillerman securely seated, they will report "Ready!" in a loud tone, when the commanding officer will command "Go!" This will be the signal for the doors to be opened.

Sec. 248. Take the shortest route to the station indicated, except when time and wear and tear upon horses can be saved by passing through better paved streets. The foremen of engine companies will ride on the fuel-box. The assistant foremen will ride on the tender or hose wagon. He will cause the men to dismount if the wheeling is too heavy for the horses.

Sec. 249. To guard against collisions and accidents when proceeding to fires, the bells and gongs on all apparatus will be rung at short intervals, and always when approaching a crossing; for this purpose a wire or cord will be kept adjusted to the bells of engines leading back to the handrail on rear of boilers.

Sec. 250. All proper dispatch will be used in reaching a fire consistent with safety. Officers of companies will direct and hold the drivers responsible for any reckless driving while going to or returning from fires or alarms. When turning corners or turning from one railroad track to another, especially in streets, where there are columns of the elevated railroads drivers will lessen the speed, even to a walk if necessary, when the speed of the apparatus is impeded by crowded thoroughfares, or at dangerous crossings, one or more men will precede the apparatus. When near the station or fire, the commanding officer will take the lead.

Sec. 251. Section 748, chapter 378, Laws of 1897. "The officers and men of the Fire Department, with their apparatus of all kinds, when on duty, shall have the right of way at any fire in any highway, street or avenue, over any and all vehicles of any kind, except those carrying the United States mail. And any person in or upon any vehicle who shall refuse the right

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of way, or in any way obstruct any fire apparatus, or any of said officers while in the performance of duty, shall be guilty of a misdemeanor, and be liable to punishment for the same."

Sec. 252. It is hereby made the duty of all officers and members of the Department, when the same shall not conflict with their more important duties at fires to procure the arrest of all persons violating the provisions of the law above quoted, and to make proper report thereof.

Sec. 253. If the apparatuses of two or more companies are proceeding on the same street or avenue, either going to or returning from fires or alarms, they will do so in single file, and not attempt to pass or race with each other.

Persons not members of the Department (excepting probationary members) will not be permitted to ride on any of the apparatuses or vehicles of the Department, either going to or returning from alarms for fire, or elsewhere.

On arriving at a fire commanders of engine companies will immediately order a connection to be made to hydrant, unless it appears to those having the longest distance to travel that their services will not be required, and report before stretching it.

When the tender is nearing the engine, one man designated by the assistant foreman will unfasten the hose, and when at engine take a turn around outside of hind wheel, and when the hose is stretched, he will attach it to discharge gate of engine.

Drivers will remove tenders from in front of buildings on fire and not allow them to obstruct the street.

When the engine is not required, the assistant foreman will see that the hose is quickly taken up.

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### WHEN THE SERVICE OF THE ENGINE IS REQUIRED.

Sec. 254. The foreman will order "Stretch in!" the tender or hose wagon will run in as near to the fire as practicable, avoiding running over hose and keeping on the side of the street the engine is located, followed by the assistant foreman



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and all the men, except those engaged at the engine. The man left at hind wheel will attach the hose to engine, and the driver will take his horses from the pole if necessary.

If a second line is required the foreman will order the assistant foreman to direct the movements of the men and the tender or hose wagon. If required, the foreman will order the engineer of steamer or drivers to perform duty on the line or pipe.

On returning, replace the damp or wet hose on tender or hose wagon with dry, if practicable, and wash woodwork of the apparatus.

Sec. 255. All the rules for engine companies that are applicable, will be adhered to in the care and use of hook and ladder trucks, in addition to which the following rules will be observed:

Remove the sponge from king-bolt oil box, in centre of axle, and saturate with oil at least twice each month.

Keep oil holes of pinion-shaft of steering gear, also the fifth wheel and end bolts of springs clear of grit and lubricate after each run.

Sec. 256. Once each week, while cleaning quarters, remove all wheels of the apparatus and grease the axles, first wiping off the old grease from axle arms and wheel boxes. New axles will be examined, and if necessary, greased after each run, for the first three months of use.

Sec. 257. Hook and ladder companies in the Department (including engine companies equipped with hook and ladder trucks), which have been furnished with scaling ladders, belts, life-lines and other life-saving appliances, in the use of which officers and members have been or will be trained at the School of Instruction, will use these appliances when necessary.

Keep all the tools in perfect order, and examine the ladders, guy ropes, etc., after use, to see that they are not defective.

Sec. 258. Procure raw linseed oil and lubricate all steel cables, used or carried on the apparatus or used for wrecking or life-saving purposes. The tendency of the steel cable is to rust when it comes in contact with dampness. The oil in all cases must be continuously used with the view of preventing the rusting of these cables.

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Sec. 259. Officers in charge of water-towers will see that the inner tube where it passes through the outer shell, as well as the pulleys and points of friction, are kept well lubricated at all times.

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### THEATRE DETAILS.

Sec. 260. Members detailed at theatres and places of public amusement will be on the stage a half hour before the performance commences and remain after its close a sufficient time to make proper examination and assure themselves that all is secure from fire, shall continue on or about the stage while on duty, always on the alert to prevent or extinguish fire, being careful not to cause panic or alarm by any hasty or ill-advised action, but in case of panic or alarm from any cause, be bold, firm, and give assurance by their presence that there is no immediate danger or cause for alarm (if that be the case).

Sec. 261. Before and after the play, examine stage, wings, traps, openings on stage, flies, shields over border lights, and all dangerous places and appurtenances; see that they are swept and kept clean, especially where explosives, firearms, colored fire, or other dangerous substances may be used; shall provide pails of water to be at hand for use if necessary to throw on the residue of colored fire, etc.; also to cool shovel blade or such other articles as they may be fired from, and see that the doors in the procenium wall are kept closed during performances.

Sec. 262. Attention is directed to the provisions of law in relation to theatres contained in section 762, chapter 378, laws of 1897, which will be strictly observed and enforced.

Sec. 263. Examine gas-pipe and gas fixtures for leaks; have the gas man stop all leaks in pipe immediately and be in readiness to turn off gas in wings, border or stage lights, which may be extinguished by explosion, etc.

Sec. 264. Cause all laws, rules and directions to be complied with and properly carried out, regardless of incurring displeasure of those so directed.

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Sec. 265. Examine the programme or bill of the play and see if it is in compliance with law and directions of the Commissioner.

Sec. 266. Test fire-alarm box on stage, and in case of fire or panic (if necessary) send alarm from special and street boxes immediately.

Sec. 267. Inspect the framed instructions with fac-simile of detail badge, and report whenever they may be found out of place or order.

Sec. 268. Not receive or ask any favors for themselves or others, and remember that they are not there to witness the play or to talk with those on stage, and that prompt, instantaneous action is necessary to success.

Sec. 269. The theatre detail badge shall be substituted for and worn as prescribed for the coat badge during service on theatre detail, and the use of the badge by any one except officers and members of the uniformed force, detailed for theatre duty and in uniform, is prohibited.

Sec. 270. In addition to the duties required of them under existing orders, during each performance they will inspect the house in front of the stage. If there are discovered, in any aisle or passageway, any camp-stools, chairs, sofas or other obstructions or any person standing or sitting in any aisle or passageway, during any performance, they will immediately notify the proprietor or manager of such place of amusement, or any usher, agent or other employee of the proprietor or manager then present, to cause such obstruction to be removed, or to cause the person or persons standing or sitting in such aisle or passageway to vacate the same. If the person or persons so notified shall neglect or refuse to cause such obstruction to be forthwith removed, or to cause such person or persons to forthwith vacate said aisles or passageways, then the officer or member of the uniformed force giving such notice will forward a report of the particulars, giving names of witnesses. The details at places of amusement, when forwarding their reports, will state what particular part of the section of the law was violated, it



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what manner it was violated, and their action in the matter. This will be written in a part of the report, separate and distinct from the routine matter, and in such an intelligent manner that the Department will be enabled to enforce the provisions of the law.

Sec. 271. The officer detailed for that duty shall make inspections during the performance, at irregular times, learn if detailed men are at their post and do their duty fully and in a proper manner, and report to the Commissioner, by proper and well-sustained charges, all delinquents. They may recommend additions to appliances and corrections of anything they see improper.

Section 272. Inspecting officers and men detailed to places of amusement shall make written report immediately on their return to quarters, stating time of leaving quarters, name and location of place to which detailed, time on duty, where stationed, time of return to quarters, violation of any law, direction or regulation; any obstruction to aisles or exits, stating whether by camp-stools or by persons standing therein, all fires, how caused, how and by whom extinguished, and report the same to officer of company; panic or alarm from any cause; leaks in gas pipe or fixtures, the condition of fire alarm box on stage, and of all appliances for preventing or extinguishing fire, or extraordinary circumstances of any nature, together with a copy of each new issue of programme or bill of the play. Such report shall be forwarded on the following morning to the Deputy Chief of Department.

On the reports of duty performed by officers and members detailed for theatre duty, as prescribed in these rules, they shall also report by name or number all officers or members of the uniformed force who may enter any part of a theatre in uniform during their tour of duty, giving the number of the theatre detail badge, if any, worn by such officer or member. In signing the report of duty performed at theatres, officers and members shall add the number of the badge worn by them.

Sec. 273. Deputy chiefs of Department will detail inspecting officers to places of public amusement as may be necessary,

## HOW TO BECOME A FIREMAN.

and will forward to the Commissioner all reports containing violations or extraordinary occurrences, through the proper channels, and retain all others.

Issue to company commanders the number of badges required by them for details to be furnished at theatres and places of public amusement, keeping a record of their numbers, and return without delay all badges in excess of the regular number required.

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### CHARGES.

Sec. 274. When charges are preferred against any member of the uniformed force, and the accused cannot be found, the charges or any notice may be left at his last known place of residence, with some person of a proper age to receive it.

Sec. 275. Any officer or member of the uniformed force found guilty of transgressing any law, ordinance, rule, resolution, regulation, circular orders (general, special or verbal), shall have charges preferred against him and may be reprimanded, fined, suspended from duty, or dismissed from the service of the Department; as the Commissioner may determine.

Sec. 276. The following rules will be observed in making complaints of violations of law ordinances, rules, regulations, orders and directions on the part of officers and members.

They will generally be preferred by the immediate commanding officer of the member accused, but may also be preferred by one member against another, or in extraordinary cases, where an officer fails to prefer a proper charge, by a subordinate against an officer within twenty-four hours of the time of the occurrence of the violation.

The officer first receiving a charge, must first, carefully examine it to see that it is drawn in proper form, and if necessary to cause it to be corrected, then immediately investigate the circumstances on which it is founded, and forward it without delay to his next superior in command with his opinion of and approval or disapproval indorsed thereon. When the accuser



## HOW TO BECOME A FIREMAN.

and accused belong to different companies, in the same battalion, the investigation shall be made by the Chief of Battalion, and when they belong to different battalions, by a Deputy Chief of Department. They will always be promptly forwarded through the regular channels of communication to the Commissioner, each officer in turn indorsing his opinion and approval or disapproval thereon. They shall not under any circumstances be withheld or suppressed by any officer.

Charges may be drawn as a violation or transgression of laws, ordinances, rules, regulations or orders, stating carefully and particularly in the specifications what rules, etc., have been violated, or "disobedience of orders," "absence without leave," "being under the influence of liquor," "neglect of duty," "disrespect to superior officer," "conduct unbecoming an officer and gentleman," "conduct prejudicial to good order or discipline," etc. If more than one charge is made they shall be numbered charge 1st, charge 2d, etc. If there be more than one specification to each charge they shall be numbered specification 1st, specification 2d, specification 3d, etc. The person making a charge must sign his name and grade, and must affix the names, addresses, grades, etc., of all witnesses.

The accused shall have at least twenty-four hours' notice of his trial; and all such notices must be served by officers—as soon as received, and when notices of trial are received it shall be the duty of the immediate commanding officer at the same time to serve a copy of the charges upon the accused.

Sec. 277. It shall be the duty of all members of the uniformed force when called upon by their superior officer or by another member of the force, to carefully notice any alleged misconduct, occurrence, act or words which might become the subject of charges before the Commissioner, and an omission to do so will be ground for charges. Officers, preferring charges, should be fully prepared to sustain them by the production at the trial of competent testimony, and to that end, upon the occurrence of any neglect or misconduct on the part of any member, they must at once call the attention of members present to the alleged neglect or misconduct, specifying in what it consists, and notifying them that they will be called as wit-



## HOW TO BECOME A FIREMAN.

nesses. False swearing or wilfully withholding the truth before the Commissioner will be made the ground for charges and be punished as the Commissioner may determine.

## RESPONSE TO FIRE ALARMS.

The signals and assignments under which the fire force of New York City responds to alarms for fire are contained in the following general orders, which governs the assignment book in all companies:

The following assignments to duty, and instructions in connection therewith, are promulgated for the guidance of the force:

1—Under column Deputy-Chief—indicates 1st Division.

2—           “                           “                           “           2d           “

3—           “                           “                           “           3d           “

Assignments on the first lines are for first alarms.

“           “                           second lines, for second alarms.

“           “                           third lines, for third alarms.

“           “                           fourth lines, for fourth alarms.

“           “                           fifth lines, for fifth alarms.

Engine Companies equipped with Hook and Ladder Trucks, when assigned under the column of Hook and Ladder Companies, will respond with Hook and Ladder Truck only, with one officer and complement of men.

If at any time, on the discovery of a fire, or during the progress of a fire, it should be deemed necessary to call more companies than one alarm would bring, the pulling of the hook in the alarm box may be omitted, and the preliminary signal for the next highest number of assignments required sent in. In such cases, all the companies and chief officers assigned on all the alarms previous to the alarm for which the preliminary signal was sent, will respond, as well as the assignments for the alarm sent.

## HOW TO BECOME A FIREMAN.

Should a Station, Special Building Signal, Pneumatic or Automatic Signal be received, and for which there is not both an Engine and Hook and Ladder Company in quarters to respond, the Operator will send special calls for the next nearest Engine and Hook and Ladder Company in quarters, so that a company of each arm of the service will be present at the point indicated.

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### Preliminary Signals.

- 2—Preliminary Signals for all Stations north and east of the Harlem River (Borough of the Bronx).
- 3—Special Building.
- 4—Automatic (1st Series).
- 5—Engine Companies.
- 6—Call for Reserve Assignments.
- 7—Hook and Ladder Companies.
- 8—Automatic (2d Series).
- 9—Water Tower.
- 10—Pneumatic.
- 11—Test.
- 12—Fire Patrol.
- 13—Accident to Apparatus (to be sent from box).
- 14—Boats outside of Fire Department.
- 16—Boat Tenders.
- 2-2—Second Alarm.
- 3-3—Third Alarm.
- 4-4—Fourth Alarm.
- 5-5—Fifth Alarm.
- 9-9—Simultaneous Call.
- 2-2-2—Pay Signal for Headquarters and Paymaster's Office.
- 3-3-3—Pay Signal for Paymaster's Office only.
- 4-4-4—Ambulance.
- 5-5-5—Sappers and Miners' Corps.
- 5-5-5-5—Sappers and Miners' Corps (whole Corps).

## HOW TO BECOME A FIREMAN.

The stations will be as follows:

The first series will be confined to the Borough of Manhattan, south and west of the Harlem River, and will consist of numbers from 12 to 998.

The second series will be in the Borough of the Bronx, north and east of the Harlem River, commencing with 121, preceded by Signal "2."

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## Floating Engines.

In the event of fire occurring on the river front, or its vicinity, where the aid of the Fire-boats would be required, the following rules will be observed:

The Fire-boat "New Yorker" (Engine Company No. 57), in the event of fire appearing on the shores, in that vicinity in the boroughs of Brooklyn or Richmond, will, without waiting for orders, immediately proceed to the fire.

The Fire-boat "W. L. Strong" (Engine Company No. 66), in the event of fire appearing on the shores, in that vicinity, in the Borough of Brooklyn, will, without waiting for orders, immediately proceed to the fire.

The Fire-boat "Seth Low" (Engine Company No. 123, Borough of Brooklyn), in the event of fire appearing on the east shore of the Borough of Manhattan, in that vicinity, will, without waiting for orders, immediately proceed to the fire.

The Fire-boat "David A. Boody" (Engine Company No. 132, Borough of Brooklyn), in the event of fire appearing on the east shore of the Borough of Manhattan, in that vicinity, will, without waiting for orders, immediately proceed to the fire.

The Fire-boat "William F. Havemeyer" (Engine Company,



## HOW TO BECOME A FIREMAN.

No. 43, Borough of Manhattan), in the event of fire appearing on the shores in that vicinity, in the Borough of Queens, will, without waiting for orders, immediately proceed to the fire.

Whenever the Fire-boat "Seth Low" (Engine Company No. 123, Borough of Brooklyn), is out of service from any cause, the Fire-boat "David A. Boody" (Engine Company No. 132) will respond to all alarms at which Engine Company No. 132 is assigned to respond, in addition to their own stations.

Whenever the Fire-boat "David A. Boody" (Engine Company No. 132, Borough of Brooklyn), is out of service from any cause, the Fire-boat "Seth Low" (Engine Company No. 123) will respond to all alarms at which Engine Company No. 132 is assigned to respond, in addition to their own stations.

Whenever the Fire-boat "W. L. Strong" (Engine Company No. 66, Borough of Manhattan), is out of service from any cause, the Fire-boat "New Yorker" (Engine Company No. 57) will respond to all alarms at which Engine Company No. 66 is assigned to respond in addition to their own stations.

Whenever the Fire-boat "Zophar Mills" (Engine Company No. 51, Borough of Manhattan), is out of service from any cause, the Fire-boat "New Yorker" (Engine Company No. 57) will respond to all alarms at which Engine Company No. 51 is assigned to respond, in addition to their own stations.

Whenever the Fire-boat "New Yorker" (Engine Company No. 57, Borough of Manhattan), is out of service from any cause, the Fire-boat "Zophar Mills" (Engine Company No. 51) will respond to all alarms at which Engine Company No. 57 is assigned to respond on the North River, in addition to their own stations, and the Fire-boat "W. L. Strong" (Engine Company No. 66) will respond to all alarms at which the Engine Company No. 57 is assigned to respond on the East River, in addition to their own stations.

Whenever the Fire-boat "William F. Havemeyer" (Engine Company No. 43, Borough of Manhattan), is out of service from any cause, the Fire-boat "W. L. Strong" (Engine Company No. 66) will respond to all alarms at which Engine Company No. 43 is assigned to respond, in addition to their own stations.

The rules and regulations prescribed by the Secretary of War for the opening and operating of the draws in the bridges

## HOW TO BECOME A FIREMAN.

crossing the Harlem River, to comply with the requirements contained in the "River and Harbor" Act, passed June 3, 1896, directs as follows: "Boats or vessels owned or controlled by the United States Government, or by the Police or Fire Departments of the City of New York, shall be passed without delay through the draws of said bridges, day and night, on identification and giving a signal of four (4) blasts of the whistle."

When either boat goes out of service, from any cause, the Commanding Officer will send in the still-alarm signal, and the Operator at Central Office will either transmit that signal to the boat remaining in service, or notify the Commanding Officer, by telephone or any other manner, in which case the boat remaining in service will respond to all signals or stations at which the boat going out of service is assigned, and will continue to so respond until the return to service of that boat, when the Operator will again notify the remaining boat of the other's return to service.

In each case the officers in command of the fire-boats, if first officer to arrive, will assume command, or, if not report to the officer in charge of the fire for instructions.

Practice will take place on days when it may be convenient between March 15 and November 30, each year; and during the period between November 30 and March 15, tests will be placed on the pumps, at least once each week, and immediately after each fire where they have been in operation. Reports of practice and tests, will be entered in the company journals, but reports need not be forwarded unless called for.

In cases where these rules cannot be complied with, or when extraordinary repairs are required, calling for one of the boats to be laid up for an indefinite period, or for any cause, notice will be immediately sent to the Chief of Department, the Deputy Chiefs and also to the Chief of Battalion in whose battalion the boat is located, stating the objects which call for the boat to be placed out of service, and in no case will either boat be placed out of service without the consent of the Chief of Department, except upon extraordinary occurrences, or in case of an accident, when notice will be immediately sent by telephone, to the Chief of Department.



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# Boat Tenders of Wagons.

Boat Tender No. 1 (a large double-reel hose tender), equipped with large hose, connections of various kinds and sizes, pipes, etc., is located at the quarters of Hook and Ladder Company No. 10, and will respond on the first alarm at all stations where assigned.

Boat Tender No. 2 (a large hose wagon), equipped with large hose, connections of various kinds and sizes, pipes, etc., is located at the quarters of Engine Company No. 19, and will respond on the first alarm at all stations where assigned.

These tenders are to operate in connection with the fire-boats at designated stations, and can be called elsewhere, if required, by use of the Special Call Signals.

The Commanding Officers of the companies having charge of the boat tenders will forward reports of operations for each alarm responded to, stating the companies using the hose or appliances and all matters of importance transpiring during their absence from quarters.

The Commanding Officers of the companies using the hose or appliances will see that the same are replaced and left in condition for immediate use thereafter. They will also state in their reports of operations what hose, appliances, etc., they used.

Companies assigned to duty on Blackwell's, Ward's and Randall's Islands will respond as follows:

The second section of Engine Company No. 16 will proceed to the foot of 26th street East River, where transportation will be furnished by the authorities in charge of those islands. Engine Company No. 58, for Ward's and Randall's Islands, will report at the foot of East 117th street, where transportation will be furnished by the authorities in charge of those islands.

Should any assistance be required after an alarm for fire on either of those islands, it will be obtained by using the Special Call Signals or telephone. When any of the fire-boats (except Engine Company No. 43) are responding to alarms for fire on either of the islands, they will stop at the Pier at the



## HOW TO BECOME A FIREMAN.

foot of East 26th street for instructions. Telephone connections exist between all the islands and the Warden's Office at Bellevue Hospital, and the Commanding Officer in charge of a fire on either side of the islands will immediately communicate the particulars and extent to the Warden at Bellevue Hospital, at 26th street, and the Commanding Officer of the force of this Department at 26th street will either dismiss the companies, or, if required, send them to the fire.

The regulation hose of the Department consists of the following sizes, each being furnished with the standard coupling and thread:

2½-inch hose, in lengths of 50 feet.			
3	"	"	50 "
3¼	"	"	50 "
4	"	"	50 "
5	"	"	50 "
6	"	"	50 "
1½	"	"	50 "

Companies furnished with 3-inch hose will use such hose when called to fires on either the 2d, 3d, 4th or 5th alarms, and at such other fires as may be deemed necessary.

The reports of operations must, in all cases, show the number of lengths of each size of hose in use at fires.

In all cases where 3-inch hose is in use, the relief valve on pump must be cut off and rendered inoperative.

Should a controlling nozzle be used, the shut off valve must not be closed at any time while a heavy pressure is on the line.

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## Companies to Change Locations.

Companies assigned to change locations will proceed, on receipt of the alarm (at which they are designated), to the quarters of the company absent. E. 44 to E. 35 means for Engine Company No. 44 to proceed to the quarters of Engine Company

## HOW TO BECOME A FIREMAN.

35. H. 17 to H. 14 means for Hook and Ladder Company No. 17 to proceed to the quarters of Hook and Ladder Company No. 14. Companies assigned to change locations will not proceed if those locations have already been covered on previous alarms.

On their arrival they will prepare for duty by assuming the number of the absent company in whose quarters they locate, and perform duty in the same manner as that company, until relieved by the return of the absent company (or otherwise), when they will return to quarters.

When double companies are designated to change locations, the first sections will proceed, unless otherwise directed, leaving the second sections in quarters, to respond to all alarms at which the companies are assigned.

In cases where either single companies, or sections of double companies are located in the quarters of absent companies, they will not respond to signals intended to call assistance to the fire at which the absent company is on duty (except by special call), but they will respond to all other stations at which the absent company is assigned, so that no company will be represented twice at the same fire, or that both sections of a double company will report at the same fire, except upon special call.

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## Reserve Force.

The assignments of Chief Officers and companies under the column marked "Reserve Force" are intended for service when there is a fire burning, for which more than one alarm has been sent, and another fire should occur in a locality left uncovered.

In all such cases the "Reserve Force," on first alarm, will respond to and cover those stations at which they are assigned if there has previously been more than one alarm for any station in the locality left uncovered, on receipt of preliminary

## HOW TO BECOME A FIREMAN.

signal "6," called for "Reserve Assignments," followed by the station.

If a second alarm is received for an uncovered locality, all assignments on reserve will respond to the station if it is preceded by "2-2," following the preliminary signal "6."

—REPORTS. \*y 123456 7890\$. 123456 6 456 65

In all cases where alarms are responded to, or any duty is performed in compliance with this order, the officers responsible will forward reports of operations (when required) on the following day, containing full particulars of all such operations. Officers failing to comply with this provision, or omitting to note any occurrence in their reports of operations, will be considered as having made a false report, and will be held responsible therefor by superior officers.

These reports will be forwarded by Officers in charge of Battalions (performing service) of Engine and Hook and Ladder Companies, of Water Towers, Boat Tenders, etc.

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## Still or Verbal Alarms.

In all cases when a company leaves quarters in answer to a still alarm, or, from any cause, is unable to answer a call by reason of being temporarily out of service, the fact will be immediately reported to the Central Office by tapping "2-2-2" with the key of the combination instrument, followed by the signal number of the company. This will be responded to by the Operator at the Central Office tapping "2-3" (I understand), or "3" (repeat), if necessary.

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## Companies Returning, Etc.

When a company has returned to quarters from answering



## HOW TO BECOME A FIREMAN.

an alarm, or is ready for duty after having been out of service, the fact will be immediately reported to the Central Office by tapping "4-4-4" with the key of the combination instrument, followed by the signal of the company. This will be responded to by the Operator on duty at the Central Office tapping "2-3" or "3."

Note.—Companies which are provided with the automatic transmitters will make use of the same (in accordance with the instructions governing their use), instead of using the Morse key for the transmission of the above signals.

Should the combination circuit be open at the time of sending any of the signals above specified, or, if, from any cause, no answer is received from the Central Office, the message may be sent upon the telephone circuits.

If, after having sent the signal "2-2-2" or "4-4-4" twice, at intervals of fifteen seconds, the officer receives no response from the Central Office, the signal will be sent by the Morse key from the street box and be answered by the Operator accordingly. In using the street box for this purpose, the signal will be sent but once, unless the signal "3" is received. In using the signals "2-2-2" and "4-4-4" the engine companies will omit the five taps from the signal number of the company.

If, from any cause, an officer should desire the presence of a company at a fire, or temporarily in the quarters of another company, he will transmit the usual special call signal for such company from a street box followed by one round of the number of the street box located nearest to the fire, or the quarters at which the company is desired, and the number of the company desired. A company located in other quarters will, for the time being and during their occupancy of same, drop their own company number and assume the number of the company in whose quarters they are, and perform duty at all stations to which that company would be due, and respond to any and all signals intended for that company. The following rules should be followed in answering a call of the above character, viz.: On arriving at the station indicated and finding no evidence of a fire in the vicinity, and the company quarters unoccupied, the officer in charge of the company will transmit to the Central

## HOW TO BECOME A FIREMAN.

Office, upon the combination instrument the signal "4-4-4," followed by the number of the company in whose quarters they are (which shall be answered by the Central Office in the usual manner). Should the company leave those quarters on a still-alarm, or from any cause, except in answering a regular alarm, the officer in command will transmit the usual signal, "2-2-2," followed by the number of the company in whose quarters they are. On arriving at their own quarters they will assume their own company number and transmit the usual signal, "4-4-4," and their own company number.

These instructions will also apply to companies changing locations (temporarily) on receipt of alarms of various kinds.

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## Locations of Fire Companies.

### MANHATTAN AND BRONX.

#### Engine Co. No.

Headquarters.....	157-159 East 67th st.
1.....	165 West 29th st.
2.....	530 West 43d st.
3.....	417 West 17th st.
4.....	119 Maiden lane.
5.....	340 East 14th st.
6.....	100 Cedar st.
7.....	22 Chambers st.
8.....	165 East 51st st.
9.....	55 East Broadway.
10.....	8 Stone st.
11.....	437 East Houston st.
12.....	261 William st.
13.....	99 Wooster st.
14.....	14 East 18th st.
15.....	269 Henry st.
16.....	223 East 25th st.

## HOW TO BECOME A FIREMAN.

- 17.....91 Ludlow st.
- 18.....132 West 10th st.
- 19.....355 West 25th st.
- 20.....47 Marion st.
- 21.....216 East 40th st.
- 22.....159 East 85th st.
- 23.....235 West 58th st.
- 24.....78 Morton st.
- 25.....342 Fifth st.
- 26.....220 West 37th st.
- 27.....173 Franklin st.
- 28.....604 East 11th st.
- 29.....160 Chambers st.
- 30.....253 Spring st.
- 31.....Elm and White sts.
- 32.....108 John st.
- 33.....42-44 Great Jones st.
- 34.....440 West 33d st.
- 35.....223 East 119th st.
- 36.....1849 Park ave.
- 37.....83 Lawrence st.
- 38.....1907 Amsterdam ave.
- 39.....157 East 67th st.
- 40.....153 West 68th st.
- 41.....2801 Third ave.
- 42.....1192 Fulton ave.
- 43.....(Floating Engine), ft. of 99th st., E. R.
- 44.....221 East 75th st.
- 45.....1187 Tremont ave.
- 46.....715-717 East 176th st.
- 47.....502 West 113th st.
- 48.....2504 Webster ave.
- 49.....Blackwell's Island.
- 50.....749 East 166th st.
- 51.....(Floating Engine), ft. of 13th st., N. R.
- 52.....Riverdale ave., bet Dashes and Dela-  
field lanes.
- 53.....175 East 104th st.



## HOW TO BECOME A FIREMAN.

- 54.....304 West 47th st.
- 55.....363 Broome st.
- 56.....120 West 83d st.
- 57.....(Floating Engine), Battery Park.
- 58.....81 West 115th st.
- 59.....180 West 37th st.
- 60.....606 East 137th st.
- 61.....Main st., Westchester.
- 62.....61 White Plains ave.
- 63.....Westchester ave., bet. Fulton st. and  
White Plains ave.
- 64.....64 Twelfth st., bet. Avenues C and D,  
Unionport.
- 65.....33 West 43d st.
- 66.....(Floating Engine), foot of Grand st.,  
E. R., Pier 55.
- 67.....518 West 170th st.
- 68.....1116 Ogden ave.
- 69.....233d st., bet. Keppler and Katonah aves.
- 70.....Scofield ave., City Island.
- 71.....Park ave. and East 159th st.
- 72.....22 East 12th st.
- 73.....Prospect ave. and East 152d st.
- 74.....207 West 77th st.
- 75.....Jerome ave. and East 183d st.

### H. & L. Co. No.

- 1.....26 Chambers st.
- 2.....126 East 50th st.
- 3.....108 East 13th st.
- 4.....788 Eighth ave.
- 5.....96 Charles st.
- 6.....77 Canal st.
- 7.....217 East 28th st.
- 8.....7 North Moore st.
- 9.....209 Elizabeth st.
- 10.....191 Fulton st.
- 11.....742 Fifth st.
- 12.....243 West 20th st.

# HOW TO BECOME A FIREMAN.

13.....	159	East 87th st.
14.....	120	East 125th st.
15.....		Old slip.
16.....	159	East 67th st.
17.....	589	East 143d st.
18.....	84	Attorney st.
19.....	886	Forest ave.
20.....	157	Mercer st.
21.....	432	West 36th st.
22.....	766	Amsterdam ave.
23.....	504	West 140th st.
24.....	113-115	West 33d st.
25.....	205	West 77th st.

## BROOKLYN AND QUEENS.

Engine Co. No.	7890\$.. oo. 1t0F 8 7890\$.. 7890
Headquarters.....	365-367 Jay st.
101.....	1238 Fourth ave.
102.....	201 Van Brunt st.
103.....	533 Hicks st.
104.....	299 Degraw st.
105.....	160 Pierrepont st.
106.....	189 Pearl st.
107.....	247 Pearl st.
108.....	227 Front st.
109.....	159 Graham st.
110.....	160 Carlton ave.
111.....	166 Clymer st.
112.....	136 Wythe ave.
113.....	137 Powers st.
114.....	231 Herkimer st.
115.....	88 India st.
116.....	11 Scholes st.
117.....	940 De Kalb ave.
118.....	650 Hart st.
119.....	735 Dean st.
120.....	532 Eleventh st.

## HOW TO BECOME A FIREMAN.

- 121.....163 South Second st.
- 122.....836 Quincy st.
- 123.....Dock, foot Main st.
- 124.....153-155 Furman st.
- 125.....657 Liberty ave.
- 126.....409 State st.
- 127.....979 Herkimer st.
- 128.....178 39th st.
- 129.....246 Frost st.
- 130.....59 Ellery st.
- 131.....1772 Eastern Parkway.
- 132.....Dock, foot North Eighth st.
- 133.....2243 Hull st.
- 134.....1472 Bergen st.
- 135.....206 Monroe st.
- 136.....Liberty ave., near Market st.
- 137.....55 Morgan ave.
- 138.....176 Norman ave.
- 139.....395 Fourth ave.
- 140.....Prospect ave., near Greenwood ave.
- 141.....Bay Ridge, near Second ave.
- 142.....Fifth ave., near 92d st.
- 143.....Eighteenth ave., near 86th st.
- 144.....West 15th st. and Surf ave.
- 145.....West Eighth st. and Surf ave.
- 146.....East 23d st. and Voorhees ave.
- 147.....Sixtieth st. and New Utrecht ave.
- 148.....Church, near Bedford ave.
- 149.....Rogers ave., near Midwood st.
- 150.....Lawrence, near Second ave.
- 151.....Wallabout Market.
- 152.....621 Central ave.
- 153.....86th st., near Twenty-fourth avenue.
- 154.....Town Hall, Gravesend.
- 155.....Rogers ave., near avenue F.
- 157.....Rockaway, near Flatlands ave.
- 158.....105 Jackson ave., Long Island City.
- 159.....71 Gale st., Long Island City.



## HOW TO BECOME A FIREMAN.

- 160.....692 erson avenue, Long Island City.  
161.....231 Radde st., Long Island City.  
162.....78-80 Main st., Long Island City.  
163.....354 Flushing ave., Long Island City.

### H. & L. Co. No.

- 51.....199 Van Brunt st.  
52.....894 Bedford ave.  
53.....183 Concord st.  
54.....181 South Third st.  
55.....648 Pacific st.  
56.....124 Greenpoint ave.  
57.....40 New Jersey ave.  
58.....112 Siegel st.  
59.....633 Fourth ave.  
60.....264 State st.  
61.....399 Halsey st.  
62.....1171 Madison st.  
63.....Rogers ave., near Midwood st.  
64.....Fifth ave., near 52d st.  
65.....178 Seventh st., Long Island City.  
66.....443 Buckley st., Long Island City.  
67.....356 Flushing ave., Long Island City.  
68.....365-367 Jay st.  
69.....Wallabout Market.

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## Police Precincts and Stations.

### MANHATTAN.

- | Precinct. | Location.                     |
|-----------|-------------------------------|
| 1.....    | Old Slip.                     |
| 2.....    | Church and Liberty sts.       |
| 3.....    | City Hall.                    |
| 4.....    | 179 Washington st., Brooklyn. |
| 5.....    | 9 Oak st.                     |

## HOW TO BECOME A FIREMAN.

- 6.....17 and 19 Elizabeth st.
- 7.....247 Madison st.
- 8.....17 and 19 Leonard st.
- 9.....135 and 137 Charles st.
- 10.....24 and 26 Macdougall st.
- 11.....205 Mulberry st.
- 12.....105 Eldridge st.
- 13.....Attorney and Delancey sts.
- 14.....Union Market.
- 15.....79 First ave.
- 16.....253 Mercer st.
- 17.....230 West 20th st.
- 18.....327 East 22d st.
- 19.....130 West 30th st.
- 20.....434 West 37th st.
- 21.....160 East 35th st.
- 22.....345 West 47th st.
- 23.....Grand Central Station.
- 24.....163 East 51st st.
- 25.....153 East 67th st.
- 26.....150 West 68th st.
- 27.....Arsenal, Central Park.
- 28.....432 East 88th st.
- 29.....177 and 179 East 104th st.
- 30.....134 West 100th st.
- 31.....438 West 125th st.
- 32.....148 East 126th st.
- 33.....1854 Amsterdam ave.
- 42.....Pier A, North River.
- 42—Sub Prec...Foot 122d st., E. R.
- Detective Bureau—300 Mulberry st.

## THE BRONX.

- 34.....Sedgewick ave. and Wolf st., Highbridge.
- 35.....257 Alexander ave.
- 36.....160th st. and Third ave.
- 37.....1925 Bathgate ave.
- 38.....Westchester.

## HOW TO BECOME A FIREMAN.

- 38—Sub Prec. . . . . City Island.
- 39 . . . . . Wakefield.
- 40 . . . . . Boston ave., Kingsbridge.
- 41 . . . . . Bronx Park.

### SQUADS—MANHATTAN AND BRONX.

- 1st Court . . . . . Criminal Court Building.
- 2d Court . . . . . Sixth ave. and 10th st.
- 3d Court . . . . . 69 Essex st.
- 4th Court . . . . . 151 East 57th st.
- 5th Court . . . . . 170 East 121st st.
- 6th Court . . . . . 158th st. and Third ave.
- 7th Court . . . . . 314 West 54th st.
- Children's Court . . . . . Eleventh st. and Third ave.
- Health . . . . . 55th st. and Sixth ave.
- Ten. House . . . . . 61 Irving place.
- Boiler . . . . . 300 Mulberry st.
- Central Office . . . . . 300 Mulberry st.
- H. of D. . . . . 203 Mulberry st.
- School Inst. . . . . 300 Mulberry st.

### BROOKLYN.

- 43 . . . . . Fourth ave. and 43d st.
- 44 . . . . . Fifth ave. and 16th st.
- 45 . . . . . Richards ave. and Rapelyea st.
- 46 . . . . . Sixth ave and Bergen st.
- 47 . . . . . 17 and 19 Butler st.
- 48 . . . . . Emmet and Amity sts.
- 49 . . . . . 318 and 322 Adams st.
- 50 . . . . . 49 and 51 Fulton st.
- 51 . . . . . Grand ave. and Park place.
- 52 . . . . . Atlantic and Schenectady ave.
- 53 . . . . . Miller and Liberty aves.



## HOW TO BECOME A FIREMAN.

- 54.....Ralph ave. and Quincy st.
- 55.....Gates and Throop aves.
- 56.....DeKalb and Classon aves.
- 57.....Clermont and Flushing aves.
- 58.....Tompkins and Vernon aves.
- 59.....Lee ave. and Clymer st.
- 60.....Bedford ave. and North First st.
- 61.....Manhattan and Greenpoint aves.
- 62.....Humboldt and Herbert aves.
- 63.....Stagg st. and Bushwick ave.
- 64.....DeKalb and Hamburg aves.
- 65.....Liberty, near Rockaway avenue.
- 66.....Ave. G, near 95th st., Canarsie.
- 67.....Grant st., near Flatbush ave.
- 68.....Voorhees ave., near Shore road.
- 69.....West 8th st. and Surf ave. (Coney Island).
- 70.....—..19th ave., bet. Bath and Benson aves.
- 71.....86th st. and Fort Hamilton ave.
- 72.....Coney Island and Foster ave. (Parkville).
- 73.....Prospect Park.
- 82.....Borough Hall.
- Det. Bureau.....16 Smith st.
- H'd'q Squad.....16 Smith st.

## QUEENS.

- 74.....162 Grand ave., Long Island City.
- 75.....84 Fourth st., Long Island City.
- 76.....82 North Prince st., Flushing.
- 76—1st Sub Pr...128 Second ave., College Point.
- 76—2d Sub Pr....18th st., near Eighth ave., Whitestone.
- 77.....Grand and Court sts., Newtown.
- 77—Sub Prec....N. W. cor. Myrtle & Sherman, Glendale.
- 78.....Flushing ave. and Fulton st., Jamaica.
- 78—Sub Prec....John, nr. Jamaica ave., Richmond Hill.
- 79.....Broadway and Mott ave., Far Rockaway.
- 79—Sub Prec....Boulevard, nr. Holland ave., R'way Beach.

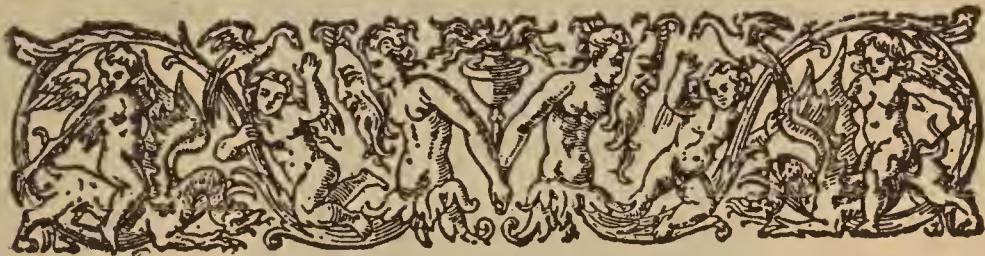
## HOW TO BECOME A FIREMAN.

### RICHMOND.

80.....17 and 19 Beach st., Stapleton.

80—1st Sub Pr...West New Brighton.

80—2d Sub Pr....Tottenville.



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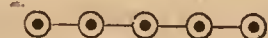
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If you have been examined, watch for the eligible list, which is likely to appear in any issue following the examination.

If you are on the eligible list, watch for the certifications for appointment, which are published every week. Many candidates have lost appointments solely because they were not informed that their names were before the appointing officer.

If you are certified for appointment, watch the appointments given each week, so that if you have not been appointed you will know where you stand on the list.

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MEMORANDUM FOR THE RECORD

TO THE SECRETARY OF THE ARMY

FROM THE CHIEF OF STAFF

SUBJECT: [Illegible]

[Illegible]

[Illegible]

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# MEMORANDA.

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MEMORANDA.

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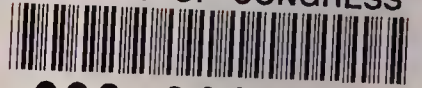
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